

JOB OPPORTUNITY
Fiscal Director 2
Department of Commerce and Insurance
Administration Division
Fiscal Services Section

The Department of Commerce and Insurance is looking for an experienced and organized financial professional to direct a staff of 25 paraprofessionals responsible for the day to day operations of its Fiscal Services Section. The successful applicant will be responsible for ensuring that the Department's numerous and complex fiscal/financial responsibilities are performed in accordance with departmental policies and procedures, established rules and regulations of the Departments of Finance and Administration and General Services, and state and federal laws. Bachelor's Degree with a major in accounting and 5 years of fiscal/financial experience, of which 2 years have been at the supervisory level is required. CPA license helpful. EOE

Responsibilities include:

Directing a staff of 25 employees.

Ensuring that the accounts payables, accounts receivables, purchasing and mail units operate in accordance with departmental policies, established rules and regulations and state and federal laws.

Directs the preparation and submission of the Department's approximate \$140 million annual budget.

Establishes and reviews departmental financial policies and procedures and consults with and advises Commissioner, Deputy Commissioners and Assistant Commissioners on such.

Ensures federal grant money is received and utilized in accordance with federal rules and regulations and in compliance with Title VI.

Interested applicants should submit a resume to:

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